

Purchasing - FAQ

300 W. Cotton St. | [Click here for map](#) [1]

Q: How can I start doing business with or become a City of Longview Vendor?

A: Two basic things are required. A W-9 for IRS purposes and be willing to accept payment net 30 by Electronic Fund Transfer. Forms are available by request. Please contact Purchasing staff by email link or phone for the forms. On receipt of the forms Purchasing staff will add your firm to the vendors list.

Please keep in mind for specific jobs, insurance or bonding may be required. If you have specific information on your services or catalogs or line sheets, you may send them to Purchasing for forwarding to the correct Department.

Q: If I have relatives that work at the City or are involved in (Longview) City Government, am I eligible for City work or contracts?

A: Yes, but you may have to fill out a Conflict of Interest form (CIQ) and reveal your relationship to parties in Government. City employees, elected officials and their relatives may not actively or directly be involved with City Contracts in most cases. The firms they work for are not necessarily disqualified, however. If you have questions you may contact officials at the following links or phone: www.ethics.state.tx.us [2] <<http://www.ethics.state.tx.us/>> or at 1-800-1325-8506.

Q: How can I buy City Surplus property?

A: The City of Longview sells used surplus by Auction or by sealed bid. Our Current Auction Service is Rene Bates.com online. See the link under "Surplus Items Auction". Sealed bids are on "Current Bid Opportunities".

Q: What about Real Estate?

A: Real Estate is sold by sealed bid to the highest bidder. Real Estate parcels when available are listed in "Current Bid Opportunities".

Q: Do you keep "Bidder's Lists"?

A: No. We use the State of Texas Centralized Master Bidder's list. We also make an effort to involve all local businesses by using localized listings, for example the "Yellow Pages", "North Texas Industrial Buying Guide", and "Blue Book Building and Construction Guide". The City does not guarantee any notification process except advertising as required by Law. Check "Current Bid Opportunities" on this website and local newspapers for bid notices.

For more information call: 903-237-1324 | [Contact Us](#) [3]

Source URL: <http://purchasing.longviewtexas.gov/purchasing-faq>

Links:

[1]
http://maps.google.com/maps?f=q&source=s_q&hl=en&geocode=&q=300+W+cotton+st.+75601&sll=37.0625,-95.677068&sspn=30.185946,59.501953&ie=UTF8&hq=&hnear=300+W+Cotton+St,+Longview,+Gregg,+Texas+75601&ll=32.495447,-94.746373&spn=0.007836,0.022702&z=16

[2] <http://www.ethics.state.tx.us>

[3] <http://purchasing.longviewtexas.gov/services-contact#purchasing@longviewtexas.gov>